



# City of Nashua

## Central Purchasing

229 Main Street

Nashua NH 03060

February 23, 2015

### Invitation for Bids

### 2015 Camp Shirts

IFB0865-031615

The City of Nashua, Parks & Recreation Department, is soliciting bids for summer camp shirts for our 2015 Citywide Summer Leagues.

### INSTRUCTIONS TO BIDDERS:

Bids must be submitted **in duplicate (one original and one copy)** no later than **3:00 pm Monday, March 16, 2015**, c/o Central Purchasing, City Hall, 229 Main Street, Lower Level, Nashua, NH 03060 in sealed envelopes clearly marked **"2015 Camp Shirts"**. Requirements and specifications are attached and are also available on our web site, [www.nashuanh.gov](http://www.nashuanh.gov) under Citizens Favorites, Current Bid Opportunities, and document **IFB0865-031615**. Results of the bid opening will be posted on our web site, under Bid Results, within twenty-four (24) hours of the opening.

Bids must be submitted on the Bid Sheet (page 3 of this document). **A sample shirt of the quality proposed must be submitted with bid, tagged and clearly marked with the bidder's name and address.**

The Solicitation Schedule for this Bid is as follows:

	Date	Time
Deadline for Questions to be submitted in writing *	Friday, February 27, 2015	3:00 pm
Answers/clarifications posted	Wednesday, March 4, 2015	3:00 pm
Bid submittal date	Monday, March 16, 2015	3:00 pm in Purchasing Dept.
Bid award	TBD	TBD

\*All inquiries concerning this IFB including, but not limited to, requests for clarifications, questions, and any changes to the IFB, shall be **submitted in writing**, citing the IFB title, IFB number, Page, Section, and Paragraph and submitted to the following IFB Solicitation Coordinator:

Tom Dwane  
Recreation Program Manager  
Nashua Parks & Recreation Office  
100 Concord Street, Greeley Park  
Nashua NH 03064  
Email: [dwane@nashuanh.gov](mailto:dwane@nashuanh.gov)

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be received by the City's IFB Solicitation Coordinator (see above) **no later than Friday, February 27, 2015 at 3:00 PM**. Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **IFB0865-031615** on the City of Nashua website; [www.nashuanh.gov](http://www.nashuanh.gov) under Citizen Favorites, Current Bid Opportunities no later than **Wednesday, March 4, 2015**, at 3:00 pm.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua. The City reserves the right to waive any irregularities when the public interest will be served thereby. The City also reserves the right to negotiate any change or amendment in any bid without soliciting further bids if the action is necessary for the best interest of the City.

All bids are binding for sixty (60) days after bid opening, or until the effective date of any resulting contract, whichever is later.

Pursuant to NRO Sec. 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

Pursuant to NRO Sec. 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

The City is exempt of all taxes. All bids must be FOB Nashua, NH.

As noted above, please contact Tom Dwane, Recreation Program Manager, at [dwane@nashuanh.gov](mailto:dwane@nashuanh.gov) with any questions relating to this Invitation for Bid.

Respectfully,

*Mary Sanchez, CPPB*

Mary Sanchez, CPPB  
Purchasing Agent II  
City of Nashua  
[sanchezm@nashuanh.gov](mailto:sanchezm@nashuanh.gov)

# CITY OF NASHUA, NH

2015  
CAMP SHIRTS  
IFB0865-031615

## BID SHEET

COMPANY NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Prices quoted on the following shirts:

Jerzees Brand Heavy Weight 50/50 or equal. Brand Name: \_\_\_\_\_  
Full front screen print on each camp shirt.  
Various color shirts- will vary for different camps  
Different logos and colored shirts for each camp

Sample shirt of the quality proposed submitted with bid: Yes \_\_\_\_\_ No \_\_\_\_\_

Price per shirt \$ \_\_\_\_\_ X # 2500 shirts= Total Cost \$ \_\_\_\_\_

Approximate delivery date: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(Printed/Typed Name and Title)

### **DELIVERY INSTRUCTIONS**

Delivery is to be made within sixty (60) days of the bid award.  
Delivery to be F.O.B. Park-Recreation Department Office.  
100 Concord Street, Greeley Park, Nashua, New Hampshire 03064-1729.  
Attention: Tom Dwane, Recreation Program Manager